

Events and Special Projects Manager – Texas Public Policy Foundation – Austin, TX

Department: Development

Reports to: Vice President of Outreach

Overall Responsibility: This position manages fundraising campaigns to include events and special projects.

Key Areas of Responsibility:

- Working with President and VP of Outreach to achieve annual fundraising goal.
- Initiate, oversee and execute all fundraising events to include: Strategy (work with Board and individual donors when necessary), timelines, invitations, announcements, registration lists, contracts, budgets, event details, identification of attendees, follow-up, and sponsorships.
- Develop regional committees.
- Evaluate ongoing and long-range development efforts and develop new strategies to advance fundraising efforts.
- Track and report key measures of fundraising progress.
- Meet with donors and prospects.
- Direct or assist with special projects as needed to include elements such as creating timelines, setting donor meetings and creating promotional materials.

Consults with:

- All Senior Management
- All Policy Staff
- All Support Staff
- All Interns

Type of Employment: Full time, Salary

Qualifications:

- Two years of event planning experience required and fundraising experience a plus.
- Must be self-directed and goal oriented.
- Must be able to manage a small group of professionals.
- Must be able to manage multiple projects.
- Excellent interpersonal and written communication skills.

- Intermediate to Expert knowledge of InDesign and Microsoft Office Package, including but not limited to: Outlook, Word, and Excel programs.
- Database management experience, Blackbaud Raiser's Edge Certifications encouraged.
- Must be able to multi-task and prioritize projects.
- Must be well-organized.
- Must have strong writing skills.

Interested candidates should submit a résumé and cover letter detailing how their experience matches the job requirements and their philosophical interest in TPPF's mission to claire@talentmarket.org.